

MONROE COUNTY

JOB DESCRIPTION

Position Title: MOBILE MECHANIC		Date: 3/1/99
Position Level: 8	FLSA Status: Nonexempt	Class Code: 8-22

GENERAL DESCRIPTION

This position provides road services, welding, fabrication and refurbishment of County off-road equipment and vehicles.

KEY RESPONSIBILITIES

1. *Clean, paint, repair and maintain all County equipment located at multiple sites.
2. *Performs road calls for on-site repairs.
3. *Performs preventative maintenance on vehicles/equipment
4. Autobody work & detailing.
5. Coordinates duties for inmates of jail trustee program.
6. Order parts & supplies.
7. Provides customer service.
8. Completes paperwork. Use of Fleet Management Computer Programs.
9. Operates and drives the County's diesel fuel tanker truck. Fuels the County's emergency power generators and diesel powered equipment.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or other technical school, certification, training or apprenticeship required beyond high school.
<i>Experience:</i>	3 to 5 years experience.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgement is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over the positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>Other:</i>	<p>Within one year of employment, employee must obtain a valid Commercial Driver's license Class "B" with hazardous materials endorsement. The County will assist with training and testing necessary in order to obtain the appropriate class of driver's license. Must supply and maintain a reasonable amount of own hand tools, the County is responsible for supplying special equipment and special tools only.</p> <p>THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM, WHICH INVOLVES RANDOM DRUG TESTING</p>
<i>On Call Requirements:</i>	On call 24 hours pending disaster.

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APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with
Monroe County.

Name: _____ Signature: _____ Date: _____